

**DIRECTIONS TO PRESENTER:**

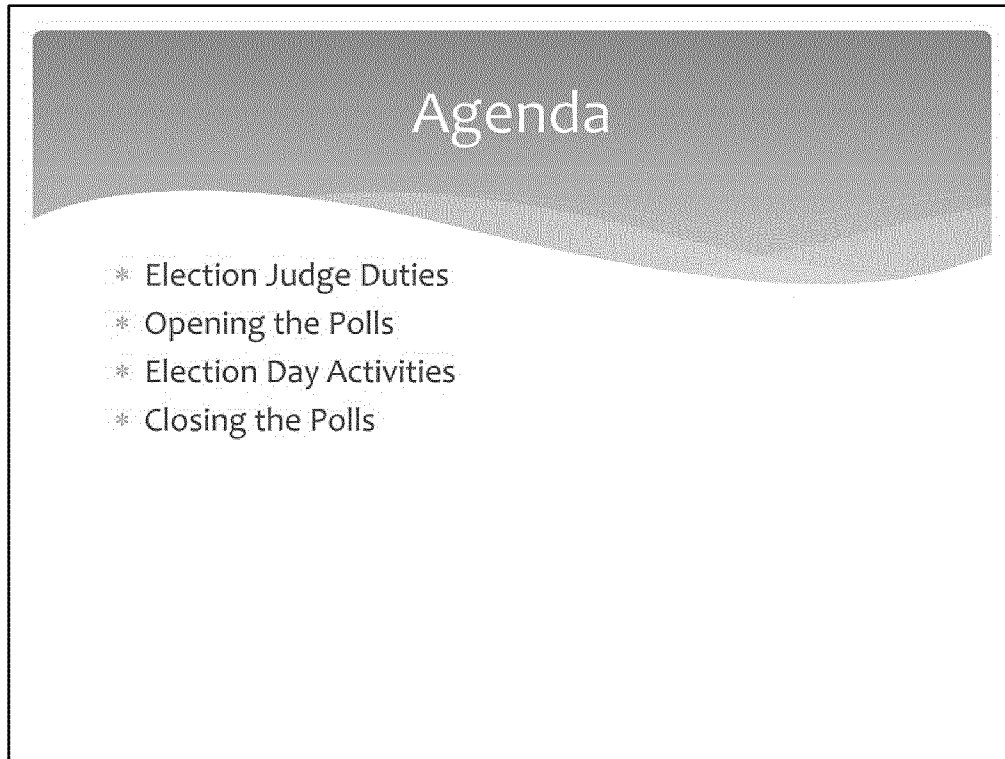
*Throughout the presentation, there will be words in smaller italicized font in the script. These are administration directions and are not to be read out loud. After reading the script for each slide, forward the slide by clicking on the arrow located on the bottom of the screen in the left corner. Some slides are animated and require forwarding in the middle of the script. This direction will come through the use of the following notation: >click<*

**WELCOME**

Welcome to the City of New Brighton's 2016 Election Judge Training. It is now \_\_\_\_\_ o'clock and we are going to get started. >click<



Video with Rena S.

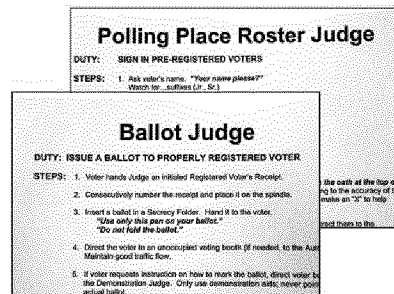


You should have picked up a packet reference materials.

We will be using these materials to learn about opening the polls, activities required on election day as well as closing the polls. We will also be using these materials to answer questions and participate in learning exercises. >click<

# Sources and Resources

- \* Election Judge Guide
- \* Head Judge – your team leader and other veteran Election Judges
- \* Election Judge Duty cards
- \* Checklists
- \* Election Headquarters

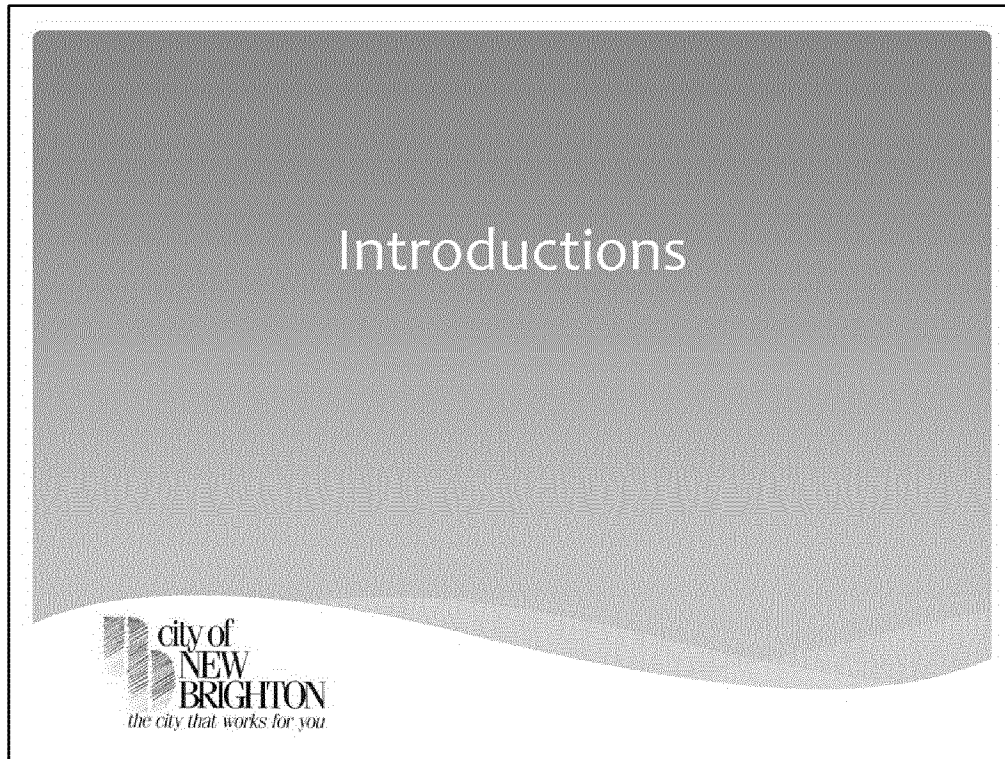


Like Rena Sargenopolis said in the opening video, we don't expect you to memorize all of the details and processes we discuss today. We do expect you to be familiar with the resources available to guide you regarding your duties and responsibilities as an election judge.

The 2016 Election Judge Guide contains the most current statutes and rules. Don't rely on simply remembering how you have done things in past elections. Each of you picked up a copy when you came it. Please write notes in it. Read it. Mark it up. Bring it with you to the polls.

Ask your head judge team if you need clarification about procedures or are unsure how to deal with a situation.

Election Judge duty cards and checklists that will be found in your supply box give you step by step instructions for polling place duties. >click<



Let's go around the room and introduce ourselves. Please tell us your name, whether or not you have been an election judge before and ...>click<

If you haven't worked with me before, my name is Terri Haarstad. I am the City Clerk for the City of New Brighton. Although I have only been with New Brighton since 3 days before the 2014 election, I have 11 years elections experience in Hennepin County. I also have sat on the League of MN Cities Elections Advisory Board since 2005 and have sat on the MN Clerks and Finance Officers Association Elections Board since 2005.

## Staff Contacts

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Again, my name is Terri Haarstad and I am the City Clerk for the City of New Brighton. You will see me a lot throughout the election process but you will also see and work with some of my colleagues who may or may not pop in today.

- Lauren Schufman, Elections Assistant
- MaiTeng Moua, Office Assistant

This contact list was included in your reference materials.

>click<

## Election Calendar

- \* See handout
- \* June 24, 2016 – Absentee Voting opened for primary
- \* August 9, 2016 – Primary Election Day
- \* September 23, 2016 – Absentee Voting opens for general
- \* November 8, 2016 – General Election day
- \* August 2 - August 16 – Municipal Candidate filing period

NOTE: In November 2015, the City Council passed an ordinance changing the year of municipal elections.

You also have been provided with an abbreviated elections calendar. Many important election dates have been included on this calendar because your family and friends know you are serving as an election judge and they will ask you questions. 😊

As a reminder, once you get your election day assignment, you will want to determine whether or not you will be working in the precinct you are normally assigned to vote in. If you are not assigned to serve in the precinct you normally vote in on Election Day, you will want to submit an absentee ballot.

Speaking of absentee voting, city staff is needs help with Health Care Facility Voting, in-person absentee voting, equipment testing and other election related activities. If you are interested in assisting, please let me know via email or phone call. *>click<*

**New Brighton Precincts - Effective For The 2015 Election**

**Precincts**

- Precinct 1 - New Brighton Community Center
- Precinct 2 - The Church of Jesus Christ of Latter Day Saints
- Precinct 3 - St. John's Church
- Precinct 4 - Salem Covenant Church
- Precinct 5 - Christ the King Church
- Precinct 6 - New Brighton Christian Church
- Precinct 7 - GracePoint Church
- Precinct 8 - Sunny Square Neighborhood Center

## Polling Places

Find your polling place at:

[www.sos.state.mn.us](http://www.sos.state.mn.us)

Click on Election Day Voting.

Select "Where Do I Vote?"

NOTE: This map is on the Elections page of the City website.

## PRECINCT CHANGES

You may recall from the 2015 elections, New Brighton now has eight precincts and eight polling places.

- Precinct 1 – New Brighton Community Center
- Precinct 2 - The Church of Jesus Christ of Latter Day Saints
- Precinct 3 - St. John the Baptist Catholic Church
- Precinct 4 - Salem Covenant Church
- Precinct 5 - Christ the King Lutheran Church
- Precinct 6 – New Brighton Christian Church
- Precinct 7 - GracePoint Church
- Precinct 8 – Sunny Square Neighborhood Center

>click<

# State Primary Election

- \* **August 9<sup>th</sup>**
  - **Nominating election**
  - **Open primary**
  - **Party lines cannot be crossed**
  - **Write-ins not permitted**
  - **Absentee ballots available now**

State Partisan Primary Ballot  
Precinct New Brighton P-1  
Ramsey County, Minnesota  
August 9, 2018

Judge \_\_\_\_\_  
Judge \_\_\_\_\_

**Instructions to Voters:** To vote, completely fill in the box(es) next to your choice(s) like this:

This ballot card contains a partisan ballot and a nonpartisan ballot. On the partisan ballot you are permitted to vote for candidates of one political party only.

<p style="text-align: center; background-color: #f0f0f0; margin: 0;"><b>Republican Party</b></p> <p style="font-size: x-small; margin: 0;"><b>Federal Offices</b></p> <p style="font-size: x-small; margin: 0;">United States Representative District 4</p> <p style="font-size: x-small; margin: 0;">Vote for One</p> <p style="margin: 0;"><input type="checkbox"/> Nikolay Nikolayevich Boy</p> <p style="margin: 0;"><input type="checkbox"/> Greg Ryan</p> <p style="margin: 0;"><input type="checkbox"/> Gene Reetzgel</p> <p style="font-size: x-small; margin: 0;">Continue voting on the nonpartisan ballot.</p>	<p style="text-align: center; background-color: #f0f0f0; margin: 0;"><b>Democratic-Farmer-Labor Party</b></p> <p style="font-size: x-small; margin: 0;"><b>Federal Offices</b></p> <p style="font-size: x-small; margin: 0;">United States Representative District 4</p> <p style="font-size: x-small; margin: 0;">Vote for One</p> <p style="margin: 0;"><input type="checkbox"/> Steve Carlson</p> <p style="margin: 0;"><input type="checkbox"/> Betty McCollum</p> <p style="font-size: x-small; margin: 0;">Continue voting on the nonpartisan ballot.</p>
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Do not vote for candidates of more than one party.

NOTE: Partisan offices are on the front of the ballot and nonpartisan offices are on the back.

The election you are assigned to serve as an election judge may be a primary election or a general election.

The Primary Election is being held on August 9<sup>th</sup> and is a nominating election.

It is an open primary, meaning you do not have to be a registered member of a particular party to vote in it. However, you are restricted to voting for one party's candidates. You can not cross party lines for partisan offices. Write-in candidates are not allowed.

Absentee Ballots have been available beginning June 24<sup>th</sup>. [>click<](#)

*Offices appear when there are at least twice as many candidates as offices. One opening- when there's two + candidates, the office will appear on the primary ballot. Four openings, when there's eight + candidates, the office will appear on the ballot.*

# State General Election

\* November 8<sup>th</sup>

- Party lines can be crossed
- Write-ins permitted
- Absentee ballots available September 23<sup>rd</sup>

**OFFICIAL BALLOT**

**GENERAL ELECTION DEMONSTRATION BALLOT**

**INSTRUCTIONS TO VOTERS**  
To vote, completely fill in the oval(s) next to your choice(s) like this: ☐

FEDERAL OFFICES	STATE OFFICES	COUNTY OFFICES
U.S. REPRESENTATIVE DISTRICT 1 VOTE FOR ONE	SECRETARY OF STATE VOTE FOR ONE	COUNTY COMMISSIONER DISTRICT 1 VOTE FOR ONE
<input type="radio"/> KURT NELSON REPUBLICAN	<input type="radio"/> LAURA HIGALLS WILDER REPUBLICAN	<input type="radio"/> ELICA WINSTON
<input type="radio"/> JANE GREY SWISSHELM DEMOCRATIC/FAVORABLE/JOE	<input type="radio"/> SMCCLAIR LEWIS DEMOCRATIC/FAVORABLE/JOE	<input type="radio"/> JOHN OTHER DAY
<input type="radio"/> Write-In	<input type="radio"/> Write-In	<input type="radio"/> Write-In
STATE OFFICES	STATE AUDITOR VOTE FOR ONE	COUNTY ATTORNEY VOTE FOR ONE
STATE SENATOR VOTE FOR ONE	<input type="radio"/> CHARLES A. LINDBERG REPUBLICAN	<input type="radio"/> JAMES MADISON
<input type="radio"/> MARTIN MCLEOD REPUBLICAN	<input type="radio"/> WILLIAM F. POWELL DEMOCRATIC/FAVORABLE/JOE	<input type="radio"/> HORACE AUSTIN
<input type="radio"/> JOSEPH R. NICOLLET DEMOCRATIC/FAVORABLE/JOE	<input type="radio"/> Write-In	<input type="radio"/> Write-In
<input type="radio"/> Write-In	ATTORNEY GENERAL VOTE FOR ONE	JUDICIAL OFFICES
STATE REPRESENTATIVE		4TH DISTRICT COURT

The General Election being held on November 8<sup>th</sup> contains Federal, State, County, city and school offices. In this election, voters can vote for whomever they wish. Write-in candidates are allowed. This is also the ballot where ballot questions and constitutional amendments, when there are some, appear.

Absentee voting for this election will begin on Friday, September 23<sup>rd</sup>.  
>click<

## Qualifications of Election Judges

- \* Eligible to vote in MN
- \* Able to read, write and speak English
- \* Not a candidate on the ballot
- \* Not a relative or housemate of a candidate on the ballot
- \* Not a relative of someone working in the same precinct at the same time
- \* Not an official challenger

To serve as an election judge, you must be eligible to vote in Minnesota and be able to read, write and speak English. (*M.S. 204B.19*)

However, there are some restrictions.

❓ Candidates for office cannot be an election judge in a precinct where they appear on the ballot. This includes those who are actively campaigning as a write-in candidate.

❓ A person who is a relative of a candidate for office cannot serve in a precinct where that candidate is on the ballot. Relatives include a spouse, parent, child, stepchild, brother, sister, stepbrother or stepsister.

❓ A person who temporarily or permanently lives in the same house as a candidate cannot serve in a precinct where that candidate is on the ballot.

❓ Election judges who are relatives to each other cannot serve together in the same precinct during the same shift. Relatives include a spouse, parent, child, stepchild, brother, sister, stepbrother or stepsister.

Relatives can work separate, non-overlapping shifts in the same precinct.

☐A challenger appointed to contest voter eligibility (see page 34) cannot serve as an election judge.

*2016 Election Judge Guide Page 2*

## Qualifications of E. J. Trainees

- \* 16 or 17 year old student
- \* U.S. Citizen
- \* In good academic standing
  - \* Public School
  - \* Private School
  - \* Charter School
  - \* Homeschool
- \* Able to read, write and speak English
- \* Have permission from parents and school

Students age 16 and 17 can be election judge trainees. To serve, students must be a U.S. citizen in good academic standing at a Minnesota high school (or home schooled).

They must also obtain school and parental permission, and serve in the county where they reside or in an adjacent county. In New Brighton, trainees are paid the same as regular adult election judges. Like other judges, they do not have to serve the entire day. Trainees are assigned the same duties as other judges, with the exception of tasks requiring party affiliation. Trainees do not designate party affiliation. Trainees must attend and complete the same training as other judges. The only difference is that election judge trainees cannot work past 10pm regardless of whether or not election activities are completed. (*M.R. 8240.1655, subp. 3*)

## Required Training

- \* Election Judges and Trainees
  - \* Certification is good for 2 years
- \* Head Judges and Assistant Head Judges
  - \* Base Election Judge training
  - \* Extra 1 hour minimum
- \* Health Care Facility Judges
  - \* Base Election Judge training
  - \* Extra 1 hour minimum
- \* Absentee Ballot Board
  - \* Customized training

### **Training and Certification**

You must complete an election judge training course before you serve. You will attend a class at least two hours in length, and your certification is valid for two years. Renew your certification by repeating the course every two years. Local election officials must keep proof of your training on file.

Head Judges and Health Care Facility Judges are required to complete an additional hour of training. Judges assigned to an absentee ballot board must also receive extra training. (*M.S. 204B.25*)

## Conduct of Election Judges

- \* Assure adherence to election laws
- \* Administer the election process fairly and impartially
- \* Do not use personal electronic devices
- \* Refrain from sharing personal opinions
- \* Treat voters and others respectfully
- \* Respect the voter's privacy

YES!!



As an election judge you must comply with federal and state election laws. [>click<](#)

You're required to administer the election process in a fair and impartial manner. [>click<](#)

While it is okay to bring something to do during slow periods – which you will encounter if you are working the Primary election, please do not use personal electronic devices while in the voting room. [>click<](#)

On election day, it is very important that you refrain from sharing partisan and personal opinions. As such, please don't bring newspapers, magazines or other materials that contain election articles that may influence voters. [>click<](#)

Remember to treat each voter and your fellow election judges respectfully. [>click<](#)

Respect each voter's privacy by not giving advice or scrutinizing how someone voted. [>click<](#)



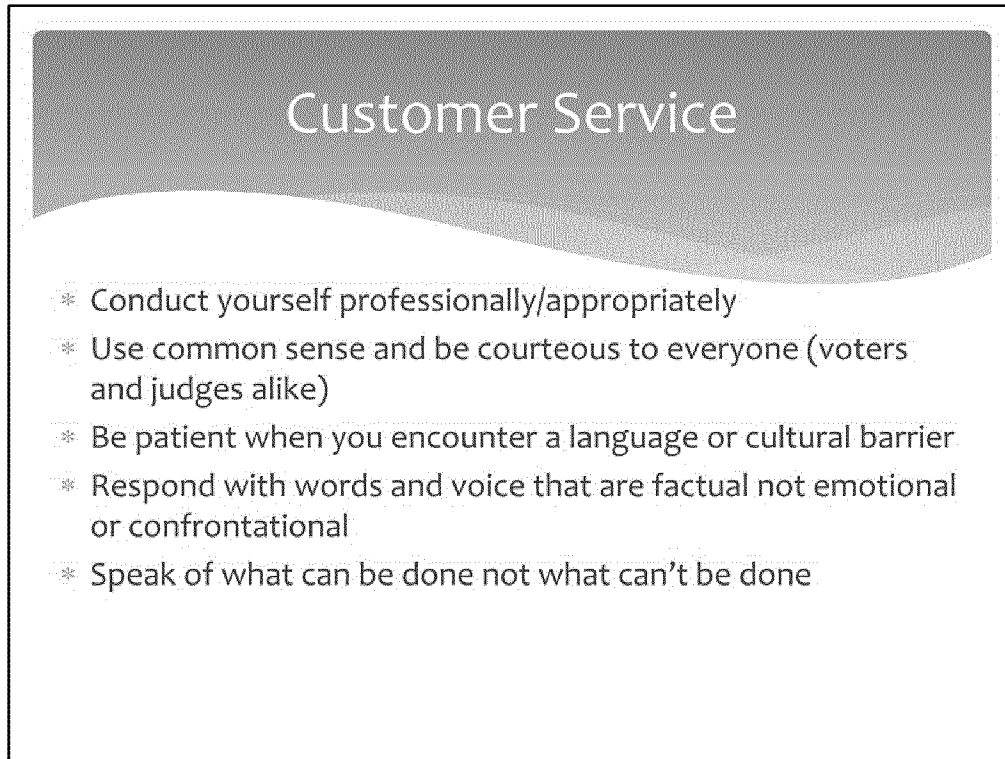
## Conduct of Election Judges

- \* “Major” political parties
- \* Others:
  - \* Non-affiliated
  - \* Students
- \* Party balance required when:
  - \* Giving assistance to voters in marking ballots
  - \* Duplicating ballots
  - \* Emptying ballot box during voting hours
  - \* Curbside voting

State law defines how parties qualify as a major political party. There are currently two major political parties in Minnesota – the DFL and Republican party. (*The Independence Party recently lost their major status.*)

State law allows individuals not affiliated with a major political parties to be election judges. That being said, party balance is required for certain specific activities, such as giving assistance to voters when marking a ballot, duplicating ballots, emptying the ballot box during voting hours, and assisting a voter with curbside voting. These activities must be completed by two judges of different major political parties.

Students, ages 16 and 17, are allowed to serve as student election judges. Students also do not declare affiliation to a political party. <sup>>click<</sup>



Providing good customer service is important in the polling place.

Think about the best customer service you've ever had, try to recreate that same experience for your voters.

Election judges are expected to treat all voters in a professional manner.

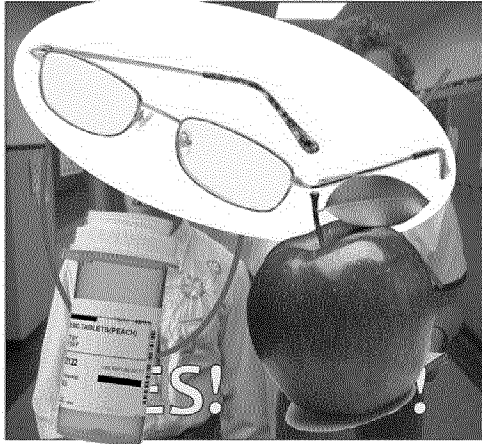
Use common sense and be courteous to everyone – voters and your fellow election judges alike! If you encounter a language or cultural difference, be patient as you help the voter.

Always respond in a positive manner with words that are factual, not emotional or confrontational.

Remember the voter's perception is their reality. Frame your words and responses in terms of what can be done, not what cannot be done. *>click<*

## Before You Leave Home

- \* Dress comfortably
- \* Bring reading glasses, medications, and emergency information
- \* If you have special dietary needs, plan accordingly
- \* Arrange transportation to and from precinct



Plan ahead for election day. Before you leave home....

- Dress comfortably, but appropriately, to serve the public
- Make sure none of your clothing contains political messaging
- Make sure you bring any personal items, such as reading glasses and medications
- Your head election judge will be contacting you regarding your specific station assignments and how meals and snacks will be handled in your precinct. However, if you have food allergies or concerns, it might be wise to bring your own food.
- Arrange transportation to and from the polling place and make sure you have gas in your car.

>click<

Questions?

